

Memo

To: Tom Guarino, Cave Springs City Council
From: Anna R. Betts
Date: December 6, 2016
Re: Legal work for the city of Cave Springs

Overview:

I graduated from the University of Arkansas with honors and have been in practice for more than 7 years. In my private practice, my hourly rate is \$175 per hour. When I discussed doing work for the City, it was never to act as a city attorney or to replace the City Attorney, but to provide quality work for the City at a lower, contract rate. On average, I provided on average 7-8 hours of legal work per week to the city for a stipend of \$1,346.15 bi-weekly. That is an average hourly rate of \$85-\$96/hr. versus the hourly billing rate of the City Attorney at that time. Because it was a stipend system, I did not keep detailed hourly billing records. However, I have retained files for the larger legal matters handled for the City. I have briefly outlined these services as listed below.

The last date of pay from the City was May 20, 2016. However, I continued to provide legal services through September 2016. I have attached a zero balance invoice to this memo showing that I have written off any further amounts owed.

Legal Matters:

1. Ramey and Doris Herren annexation matter
 - a. Document review,
 - b. phone calls to and from Chris Griffin (Rogers city attorney)
 - c. reviewing maps with Benton county,
 - d. in-person meeting with the Herrens,
 - e. assisted Herrens in drafting a letter to Rogers,

- f. responded to multiple emails re annexation to benefit the city
- 2. Preferred Tech Agreement termination
 - a. Review of the contract,
 - b. Drafted termination notice
 - c. Negotiating pay-off amount
 - d. Multiple discussions with Kevin Dickinson re payoff amounts (5+ phone calls and more than a dozen emails)
- 3. Sewer and STEP system issues
 - a. Drafted Easements to send to residents
 - b. Drafted Ordinance and memo regarding sewer issues.
 - c. Spoke with Lowell and Elm Springs about their systems and how handled
 - d. Multiple meetings with Charlie and Tony (in-person and via phone).
- 4. Water bore issue
 - a. Assisted the city in recovering approximately \$6,000 for services provided and which they had been unsuccessful in recovering from some months.
- 5. Drafted redistricting memo and ordinance to cope with City's changing population
- 6. Reviewed solid waste contract with Waste Management and made changes, corrections, etc. to protect the city
- 7. Reviewed food truck contracts to determine legality of operations, etc.
- 8. City Annexation
 - a. Researched and worked with Mayor, Craig, Charlie to determine areas to Annex.
 - b. Drafted annexation ordinance,
 - c. Provided all steps and paperwork to the City to proceed with getting it on the Nov. 2016 ballot
 - d. Attended city council meeting to answer questions.
- 9. Spoke with municipal league attorneys regarding the City Treasurer situation, and attended city council informational meeting

Additional Services provided:

- 1. On call 24/7 for quick legal questions from Charlie or Travis where they needed immediate or expedited legal answers for City business. The emails and phone calls rank in the dozens.

2. Reviewing of contracts or documents for city business to ensure that the City was legally protected before entering into business contracts with service providers.
3. Reviewed press releases

The Betts Firm
 201 S. 20th Street
 Suite 9
 Rogers, AR 72758
 (479)282-3676

The Betts Firm

Travis Lee
 134 N Main Street
 Cave Springs, AR 72718
 United States

Balance \$0.00
Invoice # 00183
Invoice Date December 06, 2016
Payment Terms
Due Date

City of Cave Springs

Flat Fees

| Date | Item | Description | Amount |
|------------|----------|--------------------------------|-----------|
| 12/06/2016 | Flat Fee | May 21-September 30, 2016 fees | 12,115.35 |

Flat Fee Total: **\$12,115.35**

Adjustments

| Item | Applied To | Type | Description | Basis | Percent | Line Total |
|----------|------------|-------------|---|-------|---------|-------------|
| Discount | Flat Fees | \$ - Amount | Total waiver of fees after May 21, 2016 | | | (12,115.35) |

Discount Total: **\$(12,115.35)**

| | |
|---------------------|------------------|
| Flat Fee Sub-Total: | 12,115.35 |
| Sub-Total: | 12,115.35 |
| Discounts: | (12,115.35) |
| Total: | 0.00 |
| Amount Paid: | 0.00 |
| Balance Due: | \$0.00 |